

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of the Mayor
Office on African Affairs
FY15 African Community Grant

Frequently Asked Questions (FAQs)

- **I am a newly established CBO and have never applied for grants. How shall I go about applying?**
Most new CBOs benefit from collaborative partnerships with community-based organizations with a longer track record and with similar program interests.
- **I have several programs that I am conducting through my non-profit. Should I apply for all of them to receive funding?**
Although there are no restrictions, a focused approach of selecting one or two priority areas that may be inter-connected in your program work would be best.
- **Can an organization apply for more than one priority area and if it succeeds, would that organization then be eligible to receive more than \$25,000?**
An organization can apply for more than one priority area but the combined award for any applicant will not exceed \$25,000.
- **Do you have a quantifiable number in mind when you refer to Africans served in the RFA?**
If your program serves Africans in DC and meets all other criteria in the RFA, you are eligible to apply.
- **Would OAA consider funding a community radio or website publication?**
Yes - if the applicant meets all the eligibility criteria listed in the RFA.
- **I applied for the FY2014 African Community Grant last year, am I eligible to apply again this year?**
Yes.
- **I have a small business that works on workforce development and capacity building. Would we be eligible to apply for this grant?**
Only community- or faith-based organizations with a 501(c)(3) status are eligible to apply. You might consider partnering with such organizations based on mutual interest and programs to apply for the African Community Grant.
- **If our program is for Africans born in the US to learn about Africa or African culture, would we qualify?**
Yes – this grant is designated for community-based African immigrants and first- or second-generation African residents in the District

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- **Would OAA be able to facilitate collaboration between organizations to partner for this grant?**
Generally, OAA encourages and fosters collaboration between organizations through their core program activities and events. Organizations are encouraged to make use of OAA networking opportunities to identify partners and initiate joint programs that they can submit for the FY2015 African Community Grant.
- **What is the measure of Africans served in a program?**
The measure of Africans served is the number of Africans that are reached/served/or benefit from proposed programming.
- **How does it work when you collaborate with another organization?**
Collaborations take different forms and it mostly depends on the particular arrangements of organizations. The lead organization identified in the proposal would serve as a fiscal agent and administer program funds – in which case the lead organization would provide all required documentation. Your Staffing Plan (Attachment E) and Work Plan (Attachment F) will indicate the various roles and responsibilities assigned to staff members in the two organizations. The lead organization often retains a percentage of the grant for administrative costs related to managing the program.
- **When is the deadline?**
The deadline is Tuesday, October 14, 2014 at 5pm. Since the proposals are being submitted electronically, your application will have to be in the OAA Inbox before the deadline. You will submit your proposal to: aaa@dc.gov.
- **Will the Pre-bidders Orientation presentation be available?**
The Pre-bidders Orientation presentation is currently available on our website.
- **If we had a pre-existing program would we qualify to apply for the African Community Grant or would we have to propose new programs to be eligible?**
Both a pre-existing program and new programs can be submitted for consideration.
- **If we have a program that is targeted to African constituents outside DC (in the greater DMV) and plan to implement or extend the same program to African residents in DC, would we be eligible to apply?**
Yes, as long as the program you are requesting funds for is targeted to African residents in DC.
- **Part of our program is conducted in Africa, would the funding support programs abroad?**
The FY2015 African Community Grant will support programs conducted in the District of Columbia for African immigrants or first- and second-generation residents. Program funds cannot be used overseas.

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- **Could we use our own versions of Attachments to submit for the proposal?**
No. In the interest of uniformity, we require that you use the Attachment forms provided for your proposal.
- **Would applicants from FY2014 receive favorable consideration if they apply again?**
No. Applicants from 2014 are eligible to apply again but would receive the same consideration as new applicants for the FY2015 African Community Grant.
- **How many people received grants last year?**
Eight community-based organizations were awarded the African Community Grant last year. More details on the organizations and their priority program areas are available at our Post-Award Press Release [here](#).
- **Would past proposals be available for viewing?**
Details on grantee profiles, program outcomes, and monitoring will be a part of the public domain in our forthcoming FY2014 Community Grant Annual Report.
- **There is a phrase on page 8 of the RFA that is confusing: “The budget request for this proposal shall not exceed the grant amount allotted for the languages under which the applicant is seeking funding.” What does that mean?**
Please disregard that phrase.
- **Do we need to provide our organization’s insurance information?**
No, that will not be necessary at this stage. If selected, a grantee will be asked to submit their organization’s insurance information.
- **We are a young organization without a fully formed organizational budget; could we submit balance sheets instead?**
Yes. As listed in your Appendices, your organization’s balance sheet could be submitted as part of your proposal.
- **We do not have the CVs of future volunteers who would be serving in our proposed program, what documents should we submit instead?**
Your organization must designate staff members who will oversee the program and administer funds. Resumes and job descriptions as well as percentage of time spent on the proposed project of existing staff members **working on the proposed program** should be submitted with your proposal. If you are hiring new staff members or intend to work with volunteers on parts of the program, you can submit their projected job descriptions and salary, if applicable in your Staffing Plan (Attachment E).
- **Would we be able to pay for volunteer food and drinks from the program budget?**

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No. The District Government does not allocate funds for expenses related to food. Please be aware that expenses related to food cannot be submitted in your final reports for reimbursement.

- **What documents am I required to submit?**

The following documents are required to accompany your FY2015 African Community Grant application:

1. **Basic Business License from the DC Department of Consumer and Regulatory Affairs:**

<http://dcra.dc.gov/service/apply-basic-business-license-bbl>

2. **Exemption Tax Form from the DC Office of Tax Revenue Registration:**

<http://otr.cfo.dc.gov/sites/default/files/dc/sites/otr/publication/attachments/FR-164%20REV12-12APPLICATIONPACKAGE.pdf>

3. **Certificate of Clean Hands (Formerly Certificate of Good Standing) from the DC Office of Tax Revenue:**

<http://dcforms.dc.gov/webform/certificate-clean-hands-formerly-certificate-good-standing>

4. **IRS Tax Exempt Affirmation Letter in-hand by FY2015 African Community Grant deadline for submission on October 14, 2014:**

<http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-%E2%80%93-Affirmation-Letters>

For sample examples of forms, please see the Pre-bidder Orientation presentation link here: [Required Documents](#).

- **How shall we submit our proposal?**

Proposals will be submitted electronically and as per the guidelines listed in the RFA. You can submit all the proposal components as one PDF. If you encounter challenges in uploading a large size file in one email, please clearly label the sequence and attachments of emails sent. Not adhering to submission instructions will negatively affect your application consideration. Proposals should be submitted to oa@dc.gov.

- **What does Board member affiliations mean?**

As part of your Appendices, we ask that you submit a current Board list with names, affiliation, and contact information. This is used to verify the existence of Board members and ensure that they are affiliated with federally approved institutions.

- **Does the African Community Grant pay for transportation costs?**

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Yes, if it is itemized as a program cost.

- **How many fiscal year quarters would we have to conduct our program?**
After the grant is disbursed in the first Quarter (Q1), you will conduct your program and evaluation over the next three Quarters between January 1, 2015 and September 30, 2015 (Q2: January 1-March 30, 2015 | Q3: April 1st-June 30, 2015 | and Q4: July 1-September 30, 2015).
- **Would OAA fund only part of the budget submitted in the proposal?**
Yes, OAA reserves the right to fund part of a program.
- **Are the criteria specific to the grant amount? Are there different criteria to qualify for higher amounts of grant money?**
The evaluating criteria are the same across the grant. The award amount depends on the nature and cost of the program, the amount requested, and the Reviewers' recommendations for each application.
- **Do you support or fund emerging businesses and entrepreneurs?**
The African Community Grant is intended to fund community-based organizations providing targeted services to the District's African residents and businesses.
- **Can I integrate two funding priority areas in one proposal?**
Yes.
- **What is the limit or number of organizations that can apply?**
There is no limit to the number of organizations that can apply. OAA will award up to 8 grants in FY2015.
- **Can the grant money be re-granted for merit scholarships or individuals?**
No, this grant is intended for community-based organizations that provide direct services to the African immigrant community.
- **Would OAA give recommendations where awardees can seek funding for continuation of program?**

The DC Office of Partnerships and Grant Services (OPGS) produces *The Funding Alert*, a weekly electronic bulletin that highlights current and competitive grant opportunities – for eligible community, faith-based, and 501 (c) (3) nonprofits organizations – available

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from District, federal, and foundation grantmaking entities. Sign-up and receive more information at: <http://opgs.dc.gov/page/funding-alert>

- **Is there potential for continued funding opportunities from OAA after September 30, 2015?**

This is a single-year and not a multiple-year grant so the RFA would only be referring to FY15 which will end on September 30, 2015. We do not currently have information on whether or not a similar grant will be available for FY16.

- **Will OAA be providing any form of technical support for awardees?**

No. However, we are exploring partnerships that might assist our members with technical support and may have more to report soon on this.

- **Do indirect costs include wages and consultants that are needed to assist in development of the program?**

OAA follows principles outlined in the Office of Management and Budget Circulars A-21, Cost Principles for Educational Institutions; A-87, Cost Principles for State and Local Governments, and A-122, Cost Principles for Nonprofit Organizations. These principles specify costs that are allowable, costs allowable only with prior approval, and costs that are unallowable as direct or indirect costs.

Wages and consultant fees needed to assist in the development of the program are considered part of the direct and indirect costs of the program, respectively. **Only 15% of the funds can be used for indirect costs.** The following are examples of indirect costs that are generally not eligible under the African Community Grant:

- Expenses and costs of organized fundraising, such as fees to promoters, fundraising consultants, etc.
- Costs of amusements, social activities, and related incidental costs such as meals, beverages, lodgings, rentals, transportation, and gratuities.
- Contributions or donations of grant funds.
- Payment of interest penalties for late payment of bills to contractors.
- Lobbying: Costs associated with activities or any form of communication designed to influence Federal officials or to oppose any legislation or appropriation.
- Contributions to a contingency reserve or similar provision.
- Costs resulting from violations of, or failure to comply with, Federal, District, or other local laws and regulations.

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- **What type of details does the review committee wish to see in the organizational and program charts?**

The scoring criteria in the RFA (Section G p.10) detail what the reviewers will be evaluating your proposal on. The organizational chart would show the standard structure of the organization, the positions, titles, and hierarchical relations. This would be part of the Appendices list required for you to fulfill as part of your application. An incomplete application will not be forwarded to reviewers.